

Weekly Management Status Meeting Agenda

4/17/95

Brewster Kahle

WAIS Inc Confidential

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12Noon-1:15

First floor conference room

Lunch provided.

Department reports: 30 minutes

Brewster Kahle&David Kaiser: AOL acquisition

Nick Scharf: finance

Edy Henderson: development, support

Meikle Hall: production services projects

Pat Greer: production services projects

Don Whitt: Computer operations, LAN

Kevin Oliveau: gov contracts, production services project

Not present:

Bruce Gilliat: sales and marketing

Production Services Mobilization: 30 minutes

Nick Scharf

General questions, issues: 15 minutes

Production Services Status

Meikle Syme Hall

May 1, 1995

1) Services currently Online

CMP

Intel/Tech Doc

Dow Jones

Scholastic

2) Meikle's Services in Production

CMP

current issues: registration, new server, ipro
updating html checker, password project

Qual cards - completed and billed

resources: Meikle, Peter

Dow Jones New Center

DJ launch Date 5/22

current issues: disk space, backup feed

resources: Meikle, Georgios

New York Times

prototype completed

NYT launch Date 6/1

current issues: specs and next step for wais & NYT
towards moving forward to live service

resources: Meikle, Claude, Peter

Intel/Tech Doc

Next milestone:

**decision by Intel to move on
to phase two**

current issues: viewing and downloading SGML files from
current service.

resources: Meikle, Georgios

AOL

phase one internal www service

prototype delivered 4/28

phase two internal www service

prototype delivered est 5/20

current issues: contract, management of redgate database

resources: Meikle, Marty, Marion (Peter)

Rio

current issues: new satellite feed, moving ahead with
revised version of service

resources: Meikle, UI designer, Engineer

3) Services Pending (needs updating)

Tech-Doc On-Line/Intel Phase Two

Scholastic

Egghead Software

DB America

Alexis

Semi

Jane's

Federal Express

Image Smith

4) Sales Support

demo completed for CA Education (TIC)

5) Other issues

interviewing, hiring and training organization
who is handling Scholastic?

Production Services Status

May 1, 1995

Pat Greer

- 1) **Services currently online**
LDC - prototype

- 2) **Services in Production**

LDC

Sys Req signoff	due by 5/5
Phase I production	due by 5/19
Phase II production	due by 5/31

resources: Pat, Marty [.5], Dilip,
Claude [high level review]

SFNA

Sys Req meeting 5 / 3
No other milestones set as yet

resources: Pat, Dilip, UI Engineer

SFNA service will change as a result of the Wednesday meeting.

Current plan is to outline specific functionality in original proposal, functions they have requested or talked about since proposal. Prioritize the list of functionality, then give them a new list of the items that can be delivered for the current negotiated price. Spec will reflect ALL requirements, but will specify which will be delivered under current contract.

- 3) **Services in Holding Pattern**
None

- 4) **Services Pending**
None

- 5) **Sales Support**
Review of Scholastic proposal, some tech input.

- 6) **Other work going on in Production Services**
None

- 7) **Items to be Addressed**
Resource Needs: UI Designer for SFNA

Production Services
Project Manager Assignments
5/1/95

Meikle

AOL	to Pat or AOL
CMP	to Mr X
Dow Jones	to Mr X
Reuters	to Brewster

Pat

LDC
SFNA
NYT

Edy

RCS

Kevin

JBC	to Nick
FoodNet	

Ottavia

RCS

Brewster

Reuters

Nick

TSN
JBC
KPMH

Mr X

CMP
Dow Jones

New Staff Space Requirements
4/27/95

Position	Name/Project	Start Date	Location
Recruiter	Patty Klauer	4/28	Admin
Project Manager	Ottavia Bassetti	5/1	Meikle
Project Manager		5/15	Pat
Project Manager		6/15	Edy
Graphics Designer	Sarah Silverstien	5/3	PS1
Inform. Engineer	Fen Labalme	5/1	Engr1
Inform Engineer	Dan Smith	5/8	PS1
GUI. Engineer	Contractor	5/8	PS1
GUI Engineer		5/31	PS2
Inform Engineer		5/31	PS2
Inform Engineer		6/15	Engr2
Inform Engineer		6/15	PS1
Inform Engineer		6/15	PS1
Telesales Rep		5/15	Telesales
Telesales Rep		5/15	Telesales
Outside sales		6/15	Larry
SBIR Engineer		5/15	Harry
Support Engr		6/1	Engr 1
Customer 1	CMP	Now	Multimedia
Customer 2	RCS	Now	Multimedia
Customer 3	RCS	Now	Multimedia
Customer 4	Exper	Now	Multimedia
Customer 5	Exper	Now	Multimedia
Sys Admin		5/15	Websoft1